STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: Directors of Special Education
District Test Coordinators
District Test Coordinators for Alternate Assessment

FROM: Elizabeth Jones, Director of the Office of Assessment
John Payne, Director of Special Education Services

DATE: April 14, 2015

RE: Additional Guidance on Alternate Assessments for ACT WorkKeys®

The memorandum provides the additional guidance on the use of transition assessments as alternate assessments for ACT WorkKeys described in the March 24, 2015, memorandum to Superintendents. Students who are eligible to take an alternate assessment to ACT WorkKeys are those students who meet the criteria for participation in the state alternate assessments and were age sixteen as of September 1, 2014. These are the students with significant cognitive disabilities who are participating in the grade eleven National Center and State Collaborative (NCSC) English Language Arts and mathematics alternate assessment this spring.

To meet the testing requirement for students participating in an alternate to ACT WorkKeys assessment, districts must administer a transition assessment listed on the South Carolina Department of Education (SCDE) approved list or one which has been approved by the SCDE through the review approval process. The approved assessment must be given during the 2014–15 school year and be completed by May 29, 2015, to meet the requirement for a career readiness assessment as an alternate to ACT WorkKeys for students who participate in alternate assessments. A copy of the document, *Transition Assessments Approved as an Alternate to ACT WorkKeys*, is attached for your convenience.

If a district plans to administer a transition assessment that is not currently on the approved list, the district must submit the attached *Request for Review of Transition Assessment to be used as an Alternate to ACT WorkKeys* form to the SCDE. The name of the assessment, a copy of the test, testing manual, and any technical documentation must be submitted with the request for SCDE staff to review. The document *Critical Elements for Career Readiness Assessments for Students with Significant Cognitive Disabilities* will be used to review the assessment to determine if it is appropriate to be used as an alternate to ACT WorkKeys. A copy of the guidance document is attached. Districts will be notified of the status of the request within five business days of receipt of the request and all materials will be returned.

If a district is not currently administering a transition assessment that meets the state requirements to serve as an alternate to ACT WorkKeys, please contact the Office of Assessment for information on an approved, no-cost transition assessment. As indicated in the March 24, 2015, memorandum, staff from the offices of Assessment and Special Education Services (OSES) are available to provide technical assistance on the use of an approved assessment.

The *Reporting Spreadsheet for Participation in Alternate Assessment to ACT WorkKeys* is included with this memorandum to document the participation of students in an approved transition assessment. Instructions on how to report the data are found in the spreadsheet. The required data elements on a completed spreadsheet must be encrypted using AxCrypt and submitted to the OSES, no later than June 1, 2015. An electronic version and a password for encryption will be sent electronically to district directors of special education. Should you have any questions regarding the data collection, please contact Fred Edora in the OSES at fedora@ed.sc.gov or 803-734-0388.

For questions on alternate assessments to ACT WorkKeys, contact Mary Etta Taylor in the OSES at metaylor@ed.sc.gov or 803-734-9705 or Jill Christmus in the Office of Assessment at mchristmus@ed.sc.gov or 803-734-8048.

Attachments